

# PHA Plans

## Streamlined 5-Year/Annual Version

**U.S. Department of Housing and  
Urban Development**  
Office of Public and Indian Housing

OMB No. 2577-0226  
(exp 05/31/2006)

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937 that introduced 5-year and annual PHA Plans. The full PHA plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form allows eligible PHAs to make a streamlined annual Plan submission to HUD consistent with HUD's efforts to provide regulatory relief to certain PHAs. Public reporting burden for this information collection is estimated to average 11.7 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

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# St Mary Parish Government

## Section 8

## Housing Choice Voucher Program

## Internet Submittal of PHA Agency Plan

### Streamlined 5-Year Plan for Fiscal Years **2005 - 2009**

### Streamlined Annual Plan for Fiscal Year **2006**

**NOTE: This PHA Plan template (HUD-50075-SA) is to be completed in accordance with instructions contained in previous Notices PIH 99-33 (HA), 99-51 (HA), 2000-22 (HA), 2000-36 (HA), 2000-43 (HA), 2001-4 (HA), 2001-26 (HA), 2003-7 (HA), and any related notices HUD may subsequently issue. Full reporting for each component listed in the streamlined Annual Plan submitted with the 5-year plan is required.**

## Streamlined Five-Year PHA Plan Agency Identification

**PHA Name:** St. Mary Parish Government

**PHA Number:** LA 220

**PHA Fiscal Year Beginning:** (mm/yyyy) 10/2006

### PHA Programs Administered:

☐ **Public Housing and Section 8**

Number of public housing units:

Number of S8 units:

☒ **Section 8 Only**

Number of S8 units: 200

☐ **Public Housing Only**

Number of public housing units:

☐ **PHA Consortia:** (check box if submitting a joint PHA Plan and complete table)

Participating PHAs	PHA Code	Program(s) Included in the Consortium	Programs Not in the Consortium	# of Units Each Program
Participating PHA 1:				
Participating PHA 2:				
Participating PHA 3:				

### Public Access to Information

**Information regarding any activities outlined in this plan can be obtained by contacting:**  
(select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices

### Display Locations For PHA Plans and Supporting Documents

The PHA Plans and attachments (if any) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices
- ☐ Main administrative office of the local government
- ☐ Main administrative office of the County government
- ☐ Main administrative office of the State government
- ☐ Public library
- ☐ PHA website
- ☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- ☐ PHA development management offices
- ☐ Other (list below)

## Streamlined Five-Year PHA Plan

### PHA FISCAL YEARS 2005 - 2009

[24 CFR Part 903.12]

#### **A. Mission**

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

- ☐ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- ☒ The mission of the St Mary Parish Government Section 8 Program is to provide assistance to obtain adequate and affordable housing without discrimination for low-income and very low-income families, and for the elderly and for persons with disabilities.

#### **B. Goals**

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAs ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

#### **HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.**

- ☒ PHA Goal: Expand the supply of assisted housing  
Objectives:
- ☒ Apply for additional rental vouchers:
  - ☐ Reduce public housing vacancies:
  - ☐ Leverage private or other public funds to create additional housing opportunities:
  - ☐ Acquire or build units or developments
  - ☐ Other (list below)
- ☒ PHA Goal: Improve the quality of assisted housing  
Objectives:
- ☐ Improve public housing management: (PHAS score)
  - ☒ Improve voucher management: (SEMAP score) 90
  - ☒ Increase customer satisfaction:
  - ☐ Concentrate on efforts to improve specific management functions:  
(list; e.g., public housing finance; voucher unit inspections)
  - ☐ Renovate or modernize public housing units:
  - ☐ Demolish or dispose of obsolete public housing:
  - ☐ Provide replacement public housing:
  - ☐ Provide replacement vouchers:
  - ☐ Other: (list below)

☒ PHA Goal: Increase assisted housing choices

Objectives:

- ☐ Provide voucher mobility counseling:
- ☒ Conduct outreach efforts to potential voucher landlords
- ☐ Increase voucher payment standards
- ☒ Implement voucher homeownership program:
- ☐ Implement public housing or other homeownership programs:
- ☐ Implement public housing site-based waiting lists:
- ☐ Convert public housing to vouchers:
- ☐ Other: (list below)

**HUD Strategic Goal: Improve community quality of life and economic vitality**

☐ PHA Goal: Provide an improved living environment

Objectives:

- ☐ Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- ☐ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- ☐ Implement public housing security improvements: (Street Lights)
- ☐ Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- ☐ Other: (list below)

**HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals**

☐ PHA Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

- ☐ Increase the number and percentage of employed persons in assisted families:
- ☐ Provide or attract supportive services to improve assistance recipients' employability:
- ☐ Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- ☐ Other: (list below)

**HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans**

☒ PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

- ☒ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:

- ☐ Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
- ☒ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
- ☐ Other: (list below)

**Other PHA Goals and Objectives: (list below)**

Other Goals and Objectives developed by the St Mary Parish Gov't Section 8 Housing Choice Voucher Program are designed to accomplish the mission stated above in a professional and fiscally prudent manner as follows:

**Goal One:** Increase and or maintain the availability of decent, safe, and sanitary rental housing that is affordable for lower income families.

**Objectives:**

1. At present the St Mary Parish program has the lowest housing assistance payments in the state which is a result of aggressive cost containment measures in the form of family income integrity assessment and rental cost reasonableness. The St Mary Parish Housing Office shall continue to aggressively pursue those measures to facilitate the most effective use of its funding. The agency will also pursue additional rental vouchers if they become available.
2. The St Mary Parish Government Section 8 Housing Choice Voucher Program will continue with partnerships with other providers to coordinate efforts to promote improvements in the supply of decent, safe, and sanitary rental housing.

The SMPHO will continue with its partnership with Chez Hope Center for Abused Women and Children to give preference to and provide 5 vouchers to assist women that have participated at least 2 months in the self-sufficiency program offered by Chez Hope. Chez Hope will continue to have their clients monitored regularly by the staff of Chez Hope for a minimum of one year after entrance to the Section 8 Housing Choice Voucher Program. The monitoring will include weekly inspections, housing and money management training, parenting classes, participation of the children in the Boys and Girls Club and tutoring sessions, and either school or work enrollment by the head-of-household. Additionally, for the duration of the time on the program, the head-of-household will have a restraining order enforced against the person that was the source of the abuse.

**Goal Two:** To improve the quality of assisted housing available to participants of the St Mary Parish Government Section 8 Housing Choice Voucher Program.

**Objectives:**

1. The St Mary Parish Government Section 8 Housing Choice Voucher Program shall continue with it efforts to improve voucher management and fiscal accountability of the Section 8 Housing Choice Voucher Program. (SEMAP)

The SMPHO shall continue its monitoring procedures in an effort to resolve issues where documents submitted to the HUD MTCS Reporting System over the Internet are not being received in their entirety by the system.

2. The St Mary Parish Government Section 8 Housing Choice Voucher Program shall continue with it efforts to improve tenant accountability to obligations to landlords and the Section 8 Housing Choice Voucher Program.
3. The St Mary Parish Government Section 8 Housing Choice Voucher Program shall continue to pursue potential voucher landlords that will make quality rental units available to program participants.

**Goal Three:** The St Mary Parish Government Section 8 Housing Choice Voucher Program shall promote self-sufficiency and homeownership opportunities using Section 8 resources.

**Objectives:**

1. The St Mary Parish Government Section 8 Housing Choice Voucher Program shall continue with partnerships with other local agencies in the form of unit set asides for use by participants that are assisted and monitored by those agencies to encourage self-sufficiency and movement to employment.
2. In the initial Annual Plan a second goal for the St Mary Parish Government Section 8 Housing Choice Voucher Program was to apply for a minimum of ten new housing vouchers, if available, to develop a homeownership program under homeownership provisions of the Section 8 Housing Choice Voucher Program in force at that time, with specific preference to lower income working families.

The Program Administrator attended several Section 8 Homeownership Program workshops for the purpose of implementing this objective. The Sec 8 homeownership program has been initialized by HUD in a format that is different than anticipated when this objective was developed. There will be no new vouchers specifically for homeownership but rules have been established for use of existing vouchers for that purpose. Discussions at the workshops with others about implementing such a plan in such a small agency with limited local partnering agencies has not been encouraging. That together with the lingering effects of Hurricane's Katrina and Rita has necessitated a delayed in implementing this objective.

## Streamlined Annual PHA Plan

### PHA Fiscal Year 2006

[24 CFR Part 903.12(b)]

### Table of Contents

Provide the following table of contents for the streamlined Annual Plan submitted with the Five-Year Plan, including all streamlined plan components, and additional requirements, together with the list of supporting documents available for public inspection.

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**B. SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE**

**Form HUD-50077, PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans;**

**Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan.**

For PHAs APPLYING FOR CAPITAL FUND PROGRAM (CFP) GRANTS:

**Form HUD-50070, Certification for a Drug-Free Workplace;**

**Form HUD-50071, Certification of Payments to Influence Federal Transactions;**

**Form SF-LLL & SF-LLLa, Disclosure of Lobbying Activities.**



## **Executive Summary (optional)**

[903.7(r)]. If desired, provide a brief overview of the contents of the streamlined 5-Year/Annual Plan.

### **Executive Summary**

#### **General:**

In compliance with Section 511 of the Quality Housing and Work Responsibility Act (QHWRA) of 1998 and ensuing HUD requirements, the St Mary Parish Government Section 8 Housing Rental Assistance Program, implemented by the St Mary parish Housing Office, (SMPHO) has prepared this Agency Plan for submission to the U.S. Department of Housing and Urban Development. The SMPHO Agency Plan is in the form of a Section 8 only plan as provided for in the QHWRA.

The St Mary Parish Government operates a Housing Choice Voucher (Section 8) Rental Assistance Program that is administered by the St Mary Parish Housing Office (SMPHO). The policies and rules of the program are contained in the Section 8 Administrative Plan. The Section 8 rental assistance program is operated in partnership with the U.S. Department of Housing and Urban Development to provide housing assistance to low income families. The program is eligible to all qualified families in the unincorporated areas of the Parish, and by intergovernmental agreement, in all municipalities except the City of Morgan City, which has its own program. The Section 8 Housing Choice Voucher Program is administered, staffed, managed, and operated by a contract administrator, Community Design Group. For convenience to residents of the parish, the administrator has made provisions to interview and take applications at some location within the East end of the Parish.

It is the policy of the St Mary Parish Government Housing Program to comply fully with all Federal, State, and local nondiscrimination laws; the Americans with Disabilities Act; and the U. S. Department of Housing and Urban Development regulations governing Fair Housing and Equal Opportunity.

No person shall, on the ground of race, color, sex, religion, national or ethnic origin, familial status, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under the St Mary Parish Government Housing Program.

#### **Mission, Goals, and Objectives:**

The mission of the St Mary Parish Government Section 8 Housing Choice Voucher Program is to provide assistance to obtain adequate and affordable housing without discrimination for low-income and very low-income families, and for the elderly and for persons with disabilities. The Annual Plan was developed with that primary goal in mind, and a number of the provisions that have been formulated reflect that and the objectives that will have to be accomplished to achieve the stated mission of the agency.

The Goals and Objectives developed by the St Mary Parish Government Section 8 Housing Choice Voucher Program are designed to accomplish the mission stated above in a professional and fiscally prudent manner.

The St Mary Parish program strives to minimize housing assistance payments through aggressive cost containment measures in the form of family income integrity assessment and rental cost reasonableness. The St Mary Parish Housing Office shall continue to aggressively pursue those measures in order to facilitate the most effective use of its funding. The agency will also pursue additional rental vouchers if they become available. The SMPHO will also continue with its partnerships with other housing providers to coordinate efforts to promote improvements in the supply of decent, safe, and sanitary rental housing.

A second goal is to improve the quality of assisted housing available to participants of the St Mary Parish Government Section 8 Housing Choice Voucher Program. To accomplish that goal the SMPHO shall continue with its efforts to improve voucher management and fiscal accountability of the Section 8 Housing Choice Voucher Program. To that end the SMPHO shall continue its monitoring procedures in an effort to resolve issues where documents submitted to the HUD MTCS Reporting System over the Internet are not being received in their entirety by the system. Although problems continue to be encountered with the submission, the issue is addressed on an on-going basis. The SMPHO shall also continue with its efforts to improve tenant accountability to obligations to landlords and the Section 8 Housing Choice Voucher Program, and will continue to pursue potential landlords that will make quality rental units available to program participants.

A third and final goal of the SMPHO is to promote self-sufficiency, and if practical, homeownership opportunities using Section 8 resources. To achieve that goal the SMPHO will participate in partnerships with other local agencies in the form of unit set asides for use by participants that are assisted and monitored by those agencies to encourage self-sufficiency and movement to employment. The SMPHO will continue with its partnership with Chez Hope Center for Abused Women and Children to give preference to and provide 5 vouchers to assist women that have participated at least 2 months in the self-sufficiency program offered by Chez Hope. Chez Hope will continue to monitor its clients regularly for a minimum of one year after entrance to the Section 8 Housing Choice Voucher Program. The monitoring will include periodic inspections, housing and money management training, parenting classes, participation of the children's programs and tutoring sessions, and either school or work enrollment by the head-of-household. Additionally, for the duration of the time on the program, the head-of-household will maintain a restraining order enforced against the person that was the source of the abuse. Failure to uphold this order may result in termination from the program.

A second major objective to achieve Goal #3 was the intent to develop a program for homeownership under the provisions of the Section 8 Housing Choice Voucher Program. To that end Mr Firmin, Program Administrator, has attended several Section 8 Homeownership Program workshops for the purpose of implementing that objective. Discussion with other attendees about implementing such a plan in such a small agency with few local housing partners has not been encouraging under current guidelines. That together with the increasing high numbers of extremely low income families in need of housing, the impact on staff functions of cuts in administrative funds provided by HUD, and the lingering effects of Hurricane's Katrina and Rita has resulted in the homeownership program being placed in status for further review during the coming year.

#### **Programs Efforts to Assist Victims of Hurricane's Katrina and Rita:**

Immediately after the devastation of Hurricane Katrina, all available rental housing in the St Mary Parish area was occupied by displaced persons from the New Orleans area. To assist those residents of the Gulf Coast that were receiving housing assistance prior to the storm, HUD established the Katrina Disaster Housing Assistance Program (KDHP) to assist the displaced victims. The program was later changed to the Disaster Voucher Program (DVP) and now includes victims of Hurricane Rita as well.

The funding provided for the KDHP / DVP program is separate from the Section 8 Existing program. The assistance to the families is somewhat different also, in that 100% of the rent is paid, but the assistance ends 18 months after the date of the devastation. To qualify for eligibility in KDHP / DVP the applicant must prove that they were residing in and being assisted by a HUD funded program on August 29, 2005.

The St Mary Parish Housing Office did its best to accommodate those who requested assistance. Applications were received from 31 hurricane victim families, of which 20 qualified for KDHAP / DVP. Because of the shortage of available rental units only 5 of the 20 qualified applicants have been housed within St Mary Parish and are currently being assisted by the Disaster Voucher Program. The remainder of the qualified applicants were either unable to locate housing right away and moved elsewhere or were not interested in living this far away from their original home.

11 of the 31 hurricane applicants did not qualify for the program because they were not previously assisted by a HUD funded program. Applications were accepted from these persons for the existing Section 8 program. The regulations in place apply and applicants were placed on the waiting list in accordance with their preference status. Funding has been limited for quite some time, however, 2 of these applicants have been housed and a third is being processed.

**Minimum Rental Payment by Family and Recertification:**

The St Mary Parish Government Housing Program requires that families receiving rental assistance under its program pay a minimum amount of \$50 per month toward the cost of their rent and utilities, and that at least \$25 of that amount be paid directly to the Landlord. To continue participation in the program, each family must be re-certified yearly with regard to family make-up and total household income. Any family having additional persons living with them, have additional income, or other significant family characteristic change must report that change to the housing office in writing within 10 days of the time of the change.

The plans, statements, budget summary, and policies set forth in the Annual Plan all lead to the accomplishment of the SMPHO goals and objectives, Taken as a whole, they outline a comprehensive approach toward achievement of the stated mission of the St Mary Parish Section 8 Housing Program. The plan has been developed with input and participation of the tenants and landlords and is consistent with the State Consolidated Plan and Comprehensive Housing Affordability Strategy.

After duly advertising, the St Mary Parish Government held a public hearing on June 28, 2006, for the 2006 Annual Plan, to fully explain the plan and get input from those in attendance.

The SMPHO welcomes tenant and public input on its Annual Plan.

## 1. Statement of Housing Needs [24 CFR Part 903.12 (b), 903.7(a)]

### A. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list.

Housing Needs of Families on the Waiting List 2006 Annual Plan			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/sub jurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	307		50
Extremely low income <=30% AMI	208	67.8%	
Very low income (>30% but <=50% AMI)	62	20.2%	
Low income (>50% but <80% AMI)	37	12.1%	
Families with children	268	87.3%	
Elderly families	6	2.0%	
Families with Disabilities	32	10.4%	
White	70	22.8%	
Black	234	76.2%	
Hispanic	2	0.7%	
Indian 3 – Asian - 1	1	0.3%	
Characteristics by Bedroom Size (Public Housing Only)			
1 BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed?			
<input type="checkbox"/> No <input type="checkbox"/> Yes			

## **B. Strategy for Addressing Needs**

Provide a brief description of the PHA's strategy for addressing the housing needs of families on the PHA's public housing and Section 8 waiting lists **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

### **A. General:**

The Quality Housing and Work Responsibility Act of 1998 requires that St Mary Parish Section 8 Housing Choice Voucher Program Office (SMPHO) set forth in their Annual Plan an assessment of the housing needs of its jurisdiction and its waiting list. Also, the housing authority is required to state how it intends to address the needs identified.

Included on page 12 of the plan is a table, which indicates the Housing Needs of families currently on the St Mary Parish Section 8 Waiting List. The information is analyzed as indicated below. Also included is information contained in the Housing Needs Section of the State Consolidated Plan and Comprehensive Housing Affordability Strategy (CHAS) as it relates to St Mary Parish. It shows there is a significant need for additional affordable housing resources in the area. The data is also provided in the form of a table.

### **B. Assessment of Housing Needs:**

An analysis of the Section 8 Housing Choice Voucher Program Waiting List for 2006 indicates that at present there are 307 families on the waiting list, which is an increase of 22% to 2004 levels. Significantly with unemployment still above 8% in St Mary Parish, and as compared to the waiting list for last year, there is a decrease of 15% in extremely low-income families applying, and an increase of 20 applicants, or 200% over last year making between 50 and 80% of AMI. Over sixty-seven percent (67.8%) of applicants for housing with the SMPHO are extremely low-income families (at or below 30% Adjusted Median Income), as compared to almost 79% for last year. Twenty percent (20.2%) of applicants are from very low-income families (an increase of 2% from last year), and twelve percent (12.1%) are from low-moderate income families (80% AMI), up from 4% last year.

Families with children comprise over eighty-seven percent (87.3%) of the applicants, which is a slight increase from the previous year. Elderly applicant families has stayed about the same as last year, but families with a disabled person has increased to 10.4%, which is a 6% increase over last year. Over 76 % of those applying to the SMPHO for housing assistance are black families, which is a 26% increase from last year, a reverse of the percentage change in 2005.

The turnover rate last year dropped to approx fifty units or twenty-five percent (25%). At that rate it will take over six years to house all families presently on the waiting list, which is a longer period than last year.

### **Need for Housing for Hurricane Evacuees:**

As stated elsewhere in the report, immediately after the devastation of Hurricane Katrina, all available rental housing in the St Mary Parish area was occupied by displaced persons from the New Orleans area. To assist those residents of the Gulf Coast that were receiving housing assistance prior to the storm, HUD established the Katrina Disaster Housing Assistance Program (KDHAP) to assist the displaced victims. The program was later changed to the Disaster Voucher Program (DVP) and now includes victims of Hurricane Rita as well.

The St Mary Parish Housing Office did its best to accommodate those who requested assistance but rental units were not available at any price. Because of the shortage of available rental units only 5 of the 20 qualified families that applied could be assisted with housing under the St Mary Parish Program.

### **C. Strategies**

#### **A. Strategies that will be used to maximize the number of units available will include but not be limited to the following:**

1. The St Mary Parish Government Section 8 Housing Choice Voucher Program shall continue to pursue additional rental vouchers when they become available.
2. The St Mary Parish Government Section 8 Housing Choice Voucher Program will develop partnerships with other housing providers to coordinate efforts to promote improvements in the supply of decent, safe, and sanitary rental housing.
3. The St Mary Parish Government Section 8 Housing Choice Voucher Program shall continue to pursue potential voucher landlords that will make quality rental units available to program participants.
4. The parish has promoted the constructed of several FEMA mobile Parks in the Parish to assist with the shortage of housing for hurricane evacuees, but it appears that those are not well utilized, possibly because people would rather live in more structurally sound housing. Of that type there is a severe shortage in St Mary Parish.

#### **B. Strategies to focus on assistance for lower income families with special circumstances:**

1. The St Mary Parish Government Section 8 Housing Choice Voucher Program shall continue to endeavor to participant in partnerships with other local agencies in the form of unit set asides for use by participants that are assisted and monitored by those agencies to encourage self-sufficiency and movement to employment.
2. Considering the high numbers of extremely low families in need of housing, and the impact on staff functions due to past cut in administrative funds provided by HUD, the development of a homeownership program has been delayed. It is hoped however that additional units can be obtained and that in the near future guidelines can be developed under current HUD regulations for the implementation of a homeownership program for up to five families. It is anticipated that under this program preference will be given to lower income working families, that have been on the Section 8 Housing Choice Voucher Program for at least 12 months, and who make between 50% and 80% of the parish median income.

#### **C. Strategies to focus on elderly, disabled families, and those with situations of domestic violence:**

1. The St Mary Parish Government Setion 8 Housing Choice Voucher Program shall continue to implement its system of preferences that give elderly families, families with disabilities, and families with situations of domestic violence preference for admission to the Section Program.

The SMPHO will continue with its partnership with Chez Hope Center for Abused Women and Children to give preference to and provide 5 vouchers to assist women that have participated at least 2 months in the self-sufficiency program offered by Chez Hope. Chez Hope will continue to monitor its clients regularly for a minimum of one year after entrance to the Section 8 Housing Choice Voucher Program. The monitoring will include weekly inspections, housing and money management training, parenting classes, participation of the children in the Boys and Girls Club and tutoring sessions, and either school or work enrollment by the head-of-household. Additionally, for the duration of the time on the program, the head-of-household will maintain a restraining order enforced against the person that was the source of the abuse. Failure to uphold this order may result in termination from the program.

The SMPHO reiterates that it wishes that it could meet all the needs that exist in its jurisdiction, but it is not optimistic about achieving that objective. Neither the SMPHO nor the Federal Government has the resources necessary to accomplish that objective. When appropriate and feasible the SMPHO will apply for additional funding from federal, state and local sources.

### **(1) Strategies**

#### **Need: Shortage of affordable housing for all eligible populations**

##### **Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:**

Select all that apply

- ☐ Employ effective maintenance and management policies to minimize the number of public housing units off-line
- ☐ Reduce turnover time for vacated public housing units
- ☐ Reduce time to renovate public housing units
- ☐ Seek replacement of public housing units lost to the inventory through mixed finance development
- ☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- ☐ Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- ☒ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- ☐ Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- ☐ Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- ☐ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- ☐ Other (list below)

##### **Strategy 2: Increase the number of affordable housing units by:**

Select all that apply

- ☒ Apply for additional section 8 units should they become available
- ☐ Leverage affordable housing resources in the community through the creation of mixed - finance housing
- ☐ Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- ☐ Other: (list below)

#### **Need: Specific Family Types: Families at or below 30% of median**

##### **Strategy 1: Target available assistance to families at or below 30 % of AMI**

Select all that apply

- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- ☒ Employ admissions preferences aimed at families with economic hardships

- ☐ Adopt rent policies to support and encourage work  
☐ Other: (list below)

**Need: Specific Family Types: Families at or below 50% of median**

**Strategy 1: Target available assistance to families at or below 50% of AMI**

Select all that apply

- ☒ Employ admissions preferences aimed at families who are working  
☐ Adopt rent policies to support and encourage work  
☐ Other: (list below)

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

- ☐ Seek designation of public housing for the elderly  
☐ Apply for special-purpose vouchers targeted to the elderly, should they become available  
☐ Other: (list below)

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

- ☐ Seek designation of public housing for families with disabilities  
☐ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing  
☐ Apply for special-purpose vouchers targeted to families with disabilities, should they become available  
☐ Affirmatively market to local non-profit agencies that assist families with disabilities  
☐ Other: (list below)

**Need: Specific Family Types: Races or ethnicities with disproportionate housing needs**

**Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:**

Select if applicable

- ☐ Affirmatively market to races/ethnicities shown to have disproportionate housing needs  
☐ Other: (list below)

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

- ☐ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units



- ☒ Market the section 8 program to owners outside of areas of poverty /minority concentrations
- ☐ Other: (list below)

**Other Housing Needs & Strategies: (list needs and strategies below)**

**(2) Reasons for Selecting Strategies**

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- ☒ Funding constraints
- ☒ Staffing constraints
- ☐ Limited availability of sites for assisted housing
- ☐ Extent to which particular housing needs are met by other organizations in the community
- ☐ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- ☐ Influence of the housing market on PHA programs
- ☐ Community priorities regarding housing assistance
- ☒ Results of consultation with local or state government
- ☒ Results of consultation with residents and the Resident Advisory Board
- ☐ Results of consultation with advocacy groups
- ☐ Other: (list below)

## **Statement of Financial Resources**

[24 CFR Part 903.12 (b), 903.7 (c)]

List on the following table the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2006 grants)</b>		
a) Public Housing Operating Fund		
b) Public Housing Capital Fund		
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$387,024	
f) Resident Opportunity and Self-Sufficiency Grants		
g) Community Development Block Grant		
h) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
<b>3. Public Housing Dwelling Rental Income</b>		
<b>4. Other income (list below)</b>		
Investment income		
Other Income		
<b>4. Non-federal sources (list below)</b>		
Parish	\$9,600	
<b>Total resources</b>	<b>\$396,624</b>	

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24 CFR Part 903.12 (b), 903.7 (b)]

#### **A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

##### **(1) Eligibility**

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- ☐ When families are within a certain number of being offered a unit: (5)  
☐ When families are within a certain time of being offered a unit: (state time)  
☐ Other: (describe)

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- ☐ Criminal or Drug-related activity  
☐ Rental history  
☐ Housekeeping  
☐ Other (describe) Previous Housing Record

c. ☐ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. ☐ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. ☐ Yes ☐ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

##### **(2)Waiting List Organization**

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- ☐ Community-wide list  
☐ Sub-jurisdictional lists  
☐ Site-based waiting lists  
☐ Other (describe)

b. Where may interested persons apply for admission to public housing?

- ☐ PHA main administrative office  
☐ PHA development site management office  
☐ Other (list below)

c. Site-Based Waiting Lists-Previous Year

1. Has the PHA operated one or more site-based waiting lists in the previous year? If yes, complete the following table; if not skip to d.

<b>Site-Based Waiting Lists</b>				
<b>Development Information:</b> (Name, number, location)	<b>Date Initiated</b>	<b>Initial mix of Racial, Ethnic or Disability Demographics</b>	<b>Current mix of Racial, Ethnic or Disability Demographics since Initiation of SBWL</b>	<b>Percent change between initial and current mix of Racial, Ethnic, or Disability demographics</b>

2. What is the number of site based waiting list developments to which families may apply at one time?

3. How many unit offers may an applicant turn down before being removed from the site-based waiting list?

4. ☐ Yes ☐ No: Is the PHA the subject of any pending fair housing complaint by HUD or any court order or settlement agreement? If yes, describe the order, agreement or complaint and describe how use of a site-based waiting list will not violate or be inconsistent with the order, agreement or complaint below:

**d. Site-Based Waiting Lists – Coming Year**

If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection (3) **Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?

2. ☐ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?  
If yes, how many lists?

3. ☐ Yes ☐ No: May families be on more than one list simultaneously?  
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- ☐ PHA main administrative office
- ☐ All PHA development management offices
- ☐ Management offices at developments with site-based waiting lists
- ☐ At the development to which they would like to apply
- ☐ Other (list below)

### **(3) Assignment**

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- ☐ One  
☐ Two  
☐ Three or More

b. ☐ Yes ☐ No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

### **(4) Admissions Preferences**

a. Income targeting:

☐ Yes ☐ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- ☐ Emergencies  
☐ Over-housed  
☐ Under-housed  
☐ Medical justification  
☐ Administrative reasons determined by the PHA (e.g., to permit modernization work)  
☐ Resident choice: (state circumstances below)  
☐ Other: (list below)

c. Preferences

1. ☐ Yes ☐ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)  
☐ Victims of domestic violence  
☐ Substandard housing  
☐ Homelessness  
☐ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

1 ☐ Date and Time

Former Federal preferences:

- 2 ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
  - ☐ Substandard housing
  - ☐ Homelessness
  - ☐ High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- ☐ The PHA applies preferences within income tiers
- ☐ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

### **(5) Occupancy**

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- ☐ The PHA-resident lease  
☐ The PHA's Admissions and (Continued) Occupancy policy  
☐ PHA briefing seminars or written materials  
☐ Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- ☐ At an annual reexamination and lease renewal  
☐ Any time family composition changes  
☐ At family request for revision  
☐ Other (list)

### **(6) Deconcentration and Income Mixing**

a. ☐ Yes ☐ No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.

b. ☐ Yes ☐ No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete. If yes, list these developments on the following table:

<b>Deconcentration Policy for Covered Developments</b>			
<b>Development Name</b>	<b>Number of Units</b>	<b>Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]</b>	<b>Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]</b>

## B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

**Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### (1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

- ☐ Criminal or drug-related activity only to the extent required by law or regulation  
☒ Criminal and drug-related activity, more extensively than required by law or regulation  
☐ More general screening than criminal and drug-related activity (list factors):  
☐ Other (list below)

b. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c. ☐ Yes ☒ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

d. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

- ☐ Criminal or drug-related activity  
☐ Other (describe below)

### (2) Waiting List Organization

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

- ☒ None  
☐ Federal public housing  
☐ Federal moderate rehabilitation  
☐ Federal project-based certificate program  
☐ Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

- ☒ PHA main administrative office  
☐ Other (list below)

### (3) Search Time

a. ☒ Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

Rental Units are hard to find and extensions are provided to accommodate that problem.



#### **(4) Admissions Preferences**

##### **a. Income targeting**

- ☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

##### **b. Preferences**

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

##### **Former Federal preferences**

- ☒ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)  
☒ Victims of domestic violence  
☐ Substandard housing  
☐ Homelessness  
☐ High rent burden (rent is > 50 percent of income)

##### **Other preferences (select all that apply)**

- ☒ Working families and those unable to work because of age or disability  
☐ Veterans and veterans' families  
☐ Residents who live and/or work in your jurisdiction  
☒ Those enrolled currently in educational, training, or upward mobility programs  
☐ Households that contribute to meeting income goals (broad range of incomes)  
☐ Households that contribute to meeting income requirements (targeting)  
☐ Those previously enrolled in educational, training, or upward mobility programs  
☐ Victims of reprisals or hate crimes  
☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

- ☒ Date and Time

##### **Former Federal preferences:**

- ☐ 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)  
☐ 1 Victims of domestic violence

- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden

Other preferences (select all that apply)

- ☐ 1 Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in your jurisdiction
- ☐ 2 Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- ☒ Date and time of application
- ☐ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)

- ☐ This preference has previously been reviewed and approved by HUD
- ☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- ☐ The PHA applies preferences within income tiers
- ☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

#### **(5) Special Purpose Section 8 Assistance Programs**

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- ☒ The Section 8 Administrative Plan
- ☒ Briefing sessions and written materials
- ☐ Other (list below)

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- ☒ Through published notices
- ☐ Other (list below)

## **4. PHA Rent Determination Policies**

[24 CFR Part 903.12(b), 903.7(d)]

### **A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

#### **(1) Income Based Rent Policies**

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one of the following two)

- ☐ The PHA will not employ any discretionary rent-setting policies for income-based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))
- ☐ The PHA employs discretionary policies for determining income-based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0
- ☐ \$1-\$25
- ☐ \$26-\$50

2. ☐ Yes ☐ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

c. Rents set at less than 30% of adjusted income

1. ☐ Yes ☐ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below: 100% Exclusions

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

- ☐ For the earned income of a previously unemployed household member
- ☐ For increases in earned income
- ☐ Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

☐ Fixed percentage (other than general rent-setting policy)  
If yes, state percentage/s and circumstances below:

- ☐ For household heads  
☐ For other family members  
☐ For transportation expenses  
☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families  
☐ Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

- ☐ Yes for all developments  
☐ Yes but only for some developments  
☐ No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- ☐ For all developments  
☐ For all general occupancy developments (not elderly or disabled or elderly only)  
☐ For specified general occupancy developments  
☐ For certain parts of developments; e.g., the high-rise portion  
☐ For certain size units; e.g., larger bedroom sizes  
☐ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- ☐ Market comparability study  
☐ Fair market rents (FMR)  
☐ 95<sup>th</sup> percentile rents  
☐ 75 percent of operating costs  
☐ 100 percent of operating costs for general occupancy (family) developments  
☐ Operating costs plus debt service  
☐ The "rental value" of the unit  
☐ Other (list below)

**f. Rent re-determinations:**

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- ☐ Never
- ☐ At family option
- ☐ Any time the family experiences an income increase
- ☐ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)\_\_\_\_\_
- ☐ Other (list below) When family composition changes.

g. ☐ Yes ☐ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

**(2) Flat Rents**

a. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- ☐ The section 8 rent reasonableness study of comparable housing
- ☐ Survey of rents listed in local newspaper
- ☐ Survey of similar unassisted units in the neighborhood
- ☐ Other (list/describe below)

## B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### (1) Payment Standards

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

- ☒ At or above 90% but below 100% of FMR  
☐ 100% of FMR  
☐ Above 100% but at or below 110% of FMR  
☐ Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- ☐ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area  
☐ The PHA has chosen to serve additional families by lowering the payment standard  
☐ Reflects market or submarket  
☐ Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- ☐ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area  
☐ Reflects market or submarket  
☐ To increase housing options for families  
☐ Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- ☒ Annually  
☐ Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- ☒ Success rates of assisted families  
☐ Rent burdens of assisted families  
☐ Other (list below)

### (2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0  
☐ \$1-\$25  
☒ \$26-\$50

b. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

## **5. Capital Improvement Needs**

[24 CFR Part 903.12(b), 903.7 (g)]

Exemptions from Component 5: Section 8 only PHAs are not required to complete this component and may skip to Component 6.

### **A. Capital Fund Activities**

Exemptions from sub-component 5A: PHAs that will not participate in the Capital Fund Program may skip to component 5B. All other PHAs must complete 5A as instructed.

#### **(1) Capital Fund Program**

- a. ☐ Yes ☐ No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete items 12 and 13 of this template (Capital Fund Program tables). If no, skip to B.
- b. ☐ Yes ☐ No: Does the PHA propose to use any portion of its CFP funds to repay debt incurred to finance capital improvements? If so, the PHA must identify in its annual and 5-year capital plans the development(s) where such improvements will be made and show both how the proceeds of the financing will be used and the amount of the annual payments required to service the debt. (Note that separate HUD approval is required for such financing activities.).

### **B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)**

Applicability of sub-component 5B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

#### **(1) Hope VI Revitalization**

- a. ☐ Yes ☐ No: Has the PHA received a HOPE VI revitalization grant? (if no, skip to next component; if yes, provide responses to questions on chart below for each grant, copying and completing as many times as necessary)
- b. Status of HOPE VI revitalization grant (complete one set of questions for each grant)  
Development name:  
Development (project) number:  
Status of grant: (select the statement that best describes the current status)  
☐ Revitalization Plan under development  
☐ Revitalization Plan submitted, pending approval  
☐ Revitalization Plan approved

☐ Activities pursuant to an approved Revitalization Plan underway

c. ☐ Yes ☐ No: Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year? If yes, list development name/s below:

d. ☐ Yes ☐ No: Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year? If yes, list developments or activities below:

e. ☐ Yes ☐ No: Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement? If yes, list developments or activities below:

## **6. Demolition and Disposition**

[24 CFR Part 903.12(b), 903.7 (h)]

Applicability of component 6: Section 8 only PHAs are not required to complete this section.

a. ☐ Yes ☐ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 or 24 (Hope VI) of the U.S. Housing Act of 1937 (42 U.S.C. 1437p) or Section 202/Section 33 (Mandatory Conversion) in the plan Fiscal Year? (If "No", skip to component 7; if "yes", complete one activity description for each development on the following chart.)

<b>Demolition/Disposition Activity Description</b>
1a. Development name:
1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)
5. Number of units affected:
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:



## **7. Section 8 Tenant Based Assistance--Section 8(y) Homeownership Program**

[24 CFR Part 903.12(b), 903.7(k)(1)(i)]

- (1) ☐ Yes ☒ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to the next component; if “yes”, complete each program description below (copy and complete questions for each program identified.)

### **(2) Program Description**

a. Size of Program

- ☐ Yes ☐ No: Will the PHA limit the number of families participating in the Section 8 homeownership option?

If the answer to the question above was yes, what is the maximum number of participants this fiscal year?

b. PHA-established eligibility criteria

- ☐ Yes ☐ No: Will the PHA’s program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria? If yes, list criteria below:

c. What actions will the PHA undertake to implement the program this year (list)?

### **(3) Capacity of the PHA to Administer a Section 8 Homeownership Program**

The PHA has demonstrated its capacity to administer the program by (select all that apply):

- a. ☐ Establishing a minimum homeowner downpayment requirement of at least 3 percent of purchase price and requiring that at least 1 percent of the purchase price comes from the family’s resources.
- b. ☐ Requiring that financing for purchase of a home under its Section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.
- c. ☐ Partnering with a qualified agency or agencies to administer the program (list name(s) and years of experience below).
- d. ☐ Demonstrating that it has other relevant experience (list experience below).

## **8. Civil Rights Certifications**

[24 CFR Part 903.12 (b), 903.7 (o)]

Civil rights certifications are included in the *PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans*, which is submitted to the Field Office in hard copy—see Table of Contents.

## **9. Additional Information**

[24 CFR Part 903.12 (b), 903.7 (r)]

### **A. PHA Progress in Meeting the Mission and Goals Described in the 5-Year Plan**

*(Provide a statement of the PHA's progress against the goals and objectives established in the previous 5-Year Plan for the period FY 2000 - 2004.)*

During the five years of 2000 – 2004 the St. Mary Parish Government (PHA) has taken measured steps to accomplish the goals and objectives that were established in its initial 5-year Plan. The mission of the St Mary Parish Government Section 8 Housing Choice Voucher Program is to provide assistance to obtain adequate and affordable housing without discrimination for low-income and very low-income families, and for the elderly and for persons with disabilities. The Annual Plan was developed with that primary goal in mind, and a number of the provisions that have been formulated reflect that and the objectives that will have to be accomplished to achieve the stated mission of the agency. The primary goals were to the availability of decent, safe, and sanitary rental housing that is affordable for lower income families, improve the quality of assisted housing available to participants of the St Mary Parish Government Section 8 Housing Choice Voucher Program, and to promote self-sufficiency, and if practical, homeownership opportunities using Section 8 resources.

To increase of the availability of decent, safe, and sanitary rental housing that is affordable for lower income families, the SMPHO has conducted outreach to prospective landlords and made effort to develop partnerships with other housing providers such as the Chez Hope Center for Battered Women and the St Mary Community Action Agency. To improve the quality of assisted housing available to participants of the Parish HCV Program the SMPHO has worked to improve voucher management, HQS inspection protocol, and fiscal accountability of the Program. The third and final goal of the SMPHO was to promote self-sufficiency, and if practical, homeownership opportunities using Section 8 resources. To achieve that goal the SMPHO established partnerships with other local agencies in the form of unit set asides for use by participants that are assisted and monitored by those agencies to encourage self-sufficiency and movement to employment. With regard to the development of a program for homeownership, to that end the Program Administrator has attended several Section 8 Homeownership Program workshops for the purpose of determining if the agency was capable of implementing that objective. Discussion with others about implementing such a plan in such a small agency with few local housing partners has not been encouraging. A second major objective to achieve Goal #3 was the intent to develop a program for homeownership under the provisions of the Section 8 Housing Choice Voucher Program. To that end Mr Firmin, Program Administrator, has attended several Section 8 Homeownership Program workshops for the purpose of implementing that objective. Discussion with other attendees about implementing such a plan in such a small agency with few local housing partners has not been encouraging under current guidelines. That together with the increasing high numbers of extremely low income families in need of housing, the impact on staff functions of cuts in administrative funds provided by HUD, and the lingering effects of Hurricane's Katrina and Rita has resulted in the homeownership program being placed in status for further review during the coming year.

## **B. Criteria for Substantial Deviations and Significant Amendments**

### **(1) Amendment and Deviation Definitions**

24 CFR Part 903.7(r)

PHAs are required to define and adopt their own standards of substantial deviation from the 5-year Plan and Significant Amendment to the Annual Plan. The definition of significant amendment is important because it defines when the PHA will subject a change to the policies or activities described in the Annual Plan to full public hearing and HUD review before implementation.

#### **A. Substantial Deviation from the 5-year Plan:**

Substantial Deviation from the 5-year Plan is defined by the St. Mary Parish Government as any substantial modification to the goals and objectives in the then current Plan.

#### **B. Significant Amendment or Modification to the Annual Plan:**

A Significant Amendments or Modifications to the Annual Plan are defined by the St. Mary Parish Government as:

- \* Changes to rent, admissions policies, or organization of the waiting list;
- \* Additions of non-emergency work items that are not listed in the 5-year Action Plan, or changes in use of replacement reserve funds under the Capital Fund;
- \* Changes with regard to demolition or disposition, designation, homeownership programs, or conversion activities,

## **C. Other Information**

[24 CFR Part 903.13, 903.15]

### **(1) Resident Advisory Board Recommendations**

a. ☐ Yes ☒ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

If yes, provide the comments below:

b. In what manner did the PHA address those comments? (select all that apply)

- ☐ Considered comments, but determined that no changes to the PHA Plan were necessary.
- ☐ The PHA changed portions of the PHA Plan in response to comments

List changes below:

Modified the Annual Plan and 5-Year Action Plan to include phasing in of additional security lighting, additional parking, dryer outlets, closet doors, showers in tubs, and construction of out door storage rooms.

☐ Other: (list below)

## (2) Resident Membership on PHA Governing Board

The governing board of each PHA is required to have at least one member who is directly assisted by the PHA, unless the PHA meets certain exemption criteria. Regulations governing the resident board member are found at 24 CFR Part 964, Subpart E.

a. Does the PHA governing board include at least one member who is directly assisted by the PHA this year?

☐ Yes ☒ No:

The PHA meets the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937?

The governing body of the St Mary Parish Gov't Section 8 Housing Choice Voucher Program is the 11 elected members of the St Mary Parish Council (8 from single member districts and 3 from at large districts), which are elected by all citizens of the Parish.

The Parish Government has created a Section 8 Housing Advisory Committee to advise the Parish Council on matters relating to the program. The Advisory Committee will meet as needed in duly advertised open sessions in accord with the requirements of the Council Charter, and is comprised of 5 members; 1 Parish Council Member at Large, 2 Parish Council Members from single member districts, 1 Section 8 tenant, and 1 Section 8 Landlord.

The Parish President appoints the committee.

If yes, complete the following:

Name of Resident Member of the PHA Governing Board:

Method of Selection:

☐ Appointment

☐ Election by Residents (if checked, complete next section--Description of Resident Election Process)

### Description of Resident Election Process

Nomination of candidates for place on the ballot: (select all that apply)

- ☐ Candidates were nominated by resident and assisted family organizations
- ☐ Candidates could be nominated by any adult recipient of PHA assistance
- ☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot
- ☐ Other: (describe)

Eligible candidates: (select one)

- ☐ Any recipient of PHA assistance
- ☐ Any head of household receiving PHA assistance
- ☐ Any adult recipient of PHA assistance
- ☐ Any adult member of a resident or assisted family organization
- ☐ Other (list)

Eligible voters: (select all that apply)

- ☐ All adult recipients of PHA assistance (public housing and section 8 tenant-based

assistance)

- ☐ Representatives of all PHA resident and assisted family organizations  
☐ Other (list)

b. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?

- ☐ The PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis  
☐ The PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.  
☐ Other (explain):

Date of next term expiration of a governing board member:

### **(3) PHA Statement of Consistency with the Consolidated Plan**

[24 CFR Part 903.15]

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

#### **Consolidated Plan jurisdiction: State of Louisiana**

a. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply):

- ☐ The PHA has based its statement of needs of families on its waiting list on the needs expressed in the Consolidated Plan/s.  
☐ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.  
☒ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.  
☐ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)  
☐ Other: (list below)

b. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

#### **(4) (Reserved)**

Use this section to provide any additional information requested by HUD.

### **10. Project-Based Voucher Program**

- a. ☐ Yes ☒ No: Does the PHA plan to "project-base" any tenant-based Section 8 vouchers in the coming year? If yes, answer the following questions.
- b. ☐ Yes ☐ No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option?

If yes, check which circumstances apply:

- ☐ Low utilization rate for vouchers due to lack of suitable rental units
- ☐ Access to neighborhoods outside of high poverty areas
- ☐ Other (describe below:)

- c. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts):

## 11. List of Supporting Documents Available for Review for Streamlined Five-Year/ Annual PHA Plans

PHAs are to indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
X	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans.</i>	Standard 5 Year and Annual Plans; streamlined 5 Year Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan.	5 Year Plans
X	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA's public housing and Section 8 tenant-based waiting lists.	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP] and the Site-Based Waiting List Procedure.	Annual Plan: Eligibility, Selection, and Admissions Policies
	Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. <input type="checkbox"/> Check here if included in the public housing A&O Policy.	Annual Plan: Eligibility, Selection, and Admissions Policies
	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public housing rent determination policies, including the method for setting public housing flat rents. <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
	Schedule of flat rents offered at each public housing development. <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies. <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Rent Determination
	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation).	Annual Plan: Operations and Maintenance
	Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable assessment).	Annual Plan: Management and Operations
	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
	Any policies governing any Section 8 special housing types <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
	Consortium agreement(s).	Annual Plan: Agency Identification and Operations/ Management

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
	Public housing grievance procedures <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures. <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Grievance Procedures
	The Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report for any active grant year.	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants.	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing.	Annual Plan: Capital Needs
	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 99-52 (HA).	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing.	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans).	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937.	Annual Plan: Conversion of Public Housing
	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans.	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program (Section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
	Public Housing Community Service Policy/Programs <input type="checkbox"/> Check here if included in Public Housing A & O Policy	Annual Plan: Community Service & Self-Sufficiency
	Cooperative agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies.	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan(s) for public housing and/or Section 8.	Annual Plan: Community Service & Self-Sufficiency
	Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing.	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports for public housing.	Annual Plan: Community Service & Self-Sufficiency
	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G). <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Pet Policy
X	The results of the most recent fiscal year audit of the PHA conducted under the Single Audit Act as implemented by OMB Circular A-133, the results of that audit and the PHA's response to any findings.	Annual Plan: Annual Audit
	Consortium agreement(s), if a consortium administers PHA programs.	Joint PHA Plan for Consortia
	Consortia Joint PHA Plans ONLY: Certification that consortium agreement is in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection	Joint PHA Plan for Consortia
	Other supporting documents (optional). List individually.	(Specify as needed)



## **Attachment “A”: Membership of the Annual Plan Advisory Board St Mary Parish Gov’t Section 8 Housing Choice Voucher Program**

List members of the Resident Advisory Board: (If the list would be unreasonably long, list organizations represented or otherwise provide a description sufficient to identify how members are chosen.)

Ms Diane Archangel (Tenant Family)

Ms Susan Boyd (Tenant Family)

Ms Arthur Carbins (Tenant Family)

Ms Harriet Cervantes (Tenant Family)

Ms Kelli Federer (Tenant Family)

Mr Al Kuhlman (Landlord)

Mr Michael Domingue (Parish Council)

## **12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report**

## **13. Capital Fund Program Five-Year Action Plan**